

## Overnight Travel - Getting Started

**1:** Start by completing the Overnight Travel & Authorization form (OTR) that is found on The Rock – Employee – Forms - Travel. Before any expense is incurred, an approved form must be filled out completely with support for the activity and estimated expenses attached.

**2:** Submit all documents for approval to Supervisor, VP, and President by routing through Adobe sign or by routing physical copies. If travel is funded through a grant, that signature is also required. Be sure that the correct funding org code is listed.

**3:** Once approved an RR number will be assigned by one of the Executive Assistants and the form will be submitted to [rrcc.travel@rrcc.edu](mailto:rrcc.travel@rrcc.edu) or sent by interoffice mail to Business Services, campus box 16.

**4:** Upon receipt of the final approved OTR, the travel team will email a copy and provide next steps. Once approved, bookings can be made for registrations, lodging and transportation. A copy of the OTR will need to be attached to any request for an advance or reimbursement to document the authorization.

**5:** For an advance, fill out the Travel Advance Request form that is located on The Rock – Employee – Forms - Travel. Estimated out-of-pocket expenses are advanced at 75% of the requested total. Obtain signatures from Supervisor and VP and submit with support to [rrcc.travel@rrcc.edu](mailto:rrcc.travel@rrcc.edu) or by interoffice mail to Business Service campus box 16. **Allow 3-4 weeks for processing.** Funds will be posted to your bank on the Thursday prior to your departure date.

Please submit your requests as soon as possible to be able to minimize costs and to allow timing for getting signatures. It is the traveler's responsibility to follow-up on documents if they have not received the email from travel that the trip is approved. The audit page of Adobe sign must accompany any document routed for signature using that method.

